

2019

Part-III

BUSINESS COMMUNICATION

(Honours & General)

PAPER—C-6

Full Marks : 50

Time : 2 Hours

The figures in the right-hand margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

Illustrate the answers wherever necessary.

1. Answer any *two* questions from the following : 2×5
- (a) What are the objectives of communication ?
 - (b) Why is feedback important in the effective communication system ?
 - (c) Mention the modern tools of communication.
 - (d) What do you mean by oral communication ?

2. Answer any *two* questions from the following : 2×10

- (a) Discuss the different barriers to communication.
- (b) Distinguish between Formal Communication and Informal Communication.
- (c) Briefly explain the reasons of forming informal groups.
- (d) Distinguish between goal conflict and role conflict.

3. Answer any *one* question from the following : 1×15

- (a) (i) Draft a circular in the capacity of Finance Officer of a manufacturing company regarding payment of salary of all employees through Bank Account.

(ii) What are the features of a good report?

10+5

- (b) (i) Draft a notice for holding a meeting of a Gram Panchayat / Municipality mentioning at least five agenda.

(ii) Draft resolution of any two agenda as per notice mentioned above. 10+5

[Internal Assessment — 5 Marks]
